

Administrative Service Fees (ASF)

19.000 Administrative Service Fee (VC §4456)

All California dealer or lessor-retailer retail vehicle sales are subject to the Administrative Service Fee (ASF) law. ASF **cannot** be passed on to the buyer by the dealer or lessor-retailer.

Administrative Service Fees are assessed for:

- Failure to **submit**:
 - the dealer notice portion of the report of sale document to the department's Sacramento Headquarters within five calendar days after, but not including, the date of sale. (VC §5901)
 - the application and fees due to the department within 20 days of the date of sale for a new vehicle or within 30 days for a used vehicle.
- Failure to clear an application for registration of a:
 - **new vehicle** within 40 days of the date of sale or within 20 days of the date the department first returned the application, whichever is later.
 - **used vehicle** within 50 days of the date of sale or within 30 days of the date the department first returned the application, whichever is later. Used vehicle **includes** nonresident vehicles.

NOTE: If the department holds an application for processing **more** than five working days, one day is added to the 40 or 50 days for each day it is held over the five days.

Certificate of Title Unavailable—To avoid ASF on an application that **cannot** be cleared because the department is processing a prior transaction or the Certificate of Title is otherwise unavailable, submit the incomplete application and the fees due within 20 days (new vehicles) or 30 days (used vehicles) of the date of sale.

19.005 Administrative Service Fee Exceptions

Dealers and lessor-retailers are subject to ASF for violation of the five-day notice requirement **only** on:

- Vehicles sold to public agencies. (The application may be given to the buyer.)
- New vehicles to be altered before registration. (The application may be given to the buyer.)
- Vehicles sold for use exclusively on private property.
- Vehicles sold for registration out of state. The report of sale document must be clearly marked and both the operating copy and the original copy must be submitted to the department.

19.010 ASF Billings and Payments (VC §4456.1)

Vehicle dealers and lessor-retailers are billed on a monthly basis for outstanding ASF. **Do not** remit any ASF until an invoice is received from DMV Sacramento Headquarters. To ensure proper credit, always submit the invoice with your ASF payments to the department's ASF/ISF Unit in Sacramento Headquarters at the address shown on the billing.